

## **Item F: Public Forum**

### **May 20, 2021, EQC meeting**

**This item is scheduled to begin at 2:55 p.m. on Thursday, May 20, and is scheduled for up to 60 minutes.**

#### **Sign-up Process**

1. At approximately 2:55 p.m., the commission will open the Public Forum opportunity for any person who wishes to present comment to the commission on environmental issues
2. Stephanie Caldera, EQC assistant, will verbally request that all people interested in commenting to indicate that interest by taking a specific action
  - a. **If connected through Zoom, please click the “raise hand” function in the Reactions panel (typically at the bottom of the Participants list)**
  - b. **If connected through the phone, please press \*9**
3. After allowing a short pause for people to complete this action, Stephanie Caldera will verbally state how many people have requested to present comment
4. Every person is asked to limit comments to three minutes or less. If many people sign up, the commissioners may ask people to reduce that time in order to better accommodate all comments, and will confirm time limits
5. Stephanie Caldera will facilitate the commenting process, as described below

#### **Comment Process**

1. Your line will be un-muted by Stephanie Caldera, and you will be prompted to begin your comment by the reading of your Zoom display name or the last four digits of your displayed phone number
  - a. Due to bandwidth limits, people are asked to keep their video off when presenting comment through Zoom
2. Please state your name clearly to start your comments
3. Please limit your comments to the time allocated by the commission, which is typically three minutes but subject to reduction if a large number of people sign up to comment.
  - a. A speakers' timer will display on-screen, showing green, yellow (one minute remaining) and red (15 seconds remaining) circles
  - b. You will receive a verbal prompt at one minute remaining and at 15 seconds remaining.
4. When you have completed your comment, your audio will be re-muted by Stephanie Caldera, who will then open the line for the next speaker
5. If you have any supporting materials, or would like to provide the commission a copy of your comments before or after the meeting, please email them to Stephanie Caldera, EQC assistant: [Stephanie.Caldera@deq.state.or.us](mailto:Stephanie.Caldera@deq.state.or.us)

**Once all comments have been presented, the commission will close the Public Forum portion of the meeting agenda.**